

Agatha SOP



Manage SOPs and Employee Records

Agatha SOP is a cloud-based application that enables you to track employee SOP compliance and training activities. It comes with a standard set of templates and processes which you can configure to support your requirements.

The SOP application provides audit records, documented changes, and electronic signatures to ensure every activity is fully documented and ready for inspection.

Benefits

Immediate Impact

You get a complete SOP solution that is pre-configured, validated, and ready to put into production immediately.

Closed-Loop Process

Coordinate and track end-to-end SOP creation, review, approval, and training processes with automated workflows and change controls.

Easy Audit Preparation

Simplify audit preparation with complete SOP documents, accurate training records, and specialized views and reports for inspectors.

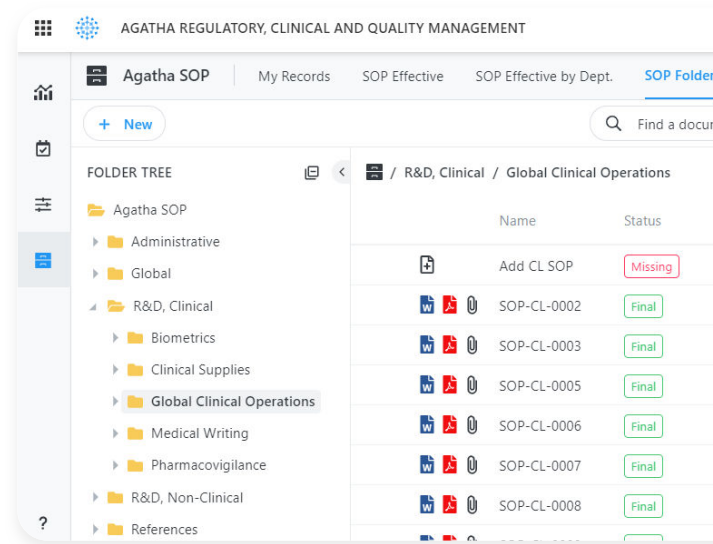
Features

Preview, Edit, and Annotate

Review and edit Word, Excel, and PowerPoint documents directly in the application (does not require an Office license). Annotate PDF, Office documents, and images with a simultaneous review of documents.

Templates

Create and document comprehensive policies from your own tailored templates. Trigger periodic reviews automatically at pre-set intervals to ensure up-to-date training activities and comprehensive documentation.



Advanced Forms

Work with ready-to-use standard forms and processes, or adapt them to support your needs. Forms include rich text fields that allow the addition of images and formatted text. Use the form designer to update the look and feel of your forms.

A single multi-part form supports all steps in a process. Reviews, approvals, and assignments for actions are also built-in.

Review and Approve SOPs

Manage and monitor processes for creation, review, and approval of SOPs with ready-to-use, easy-to-modify workflows. Maintain prior versions of all SOPs and audit trails, documenting all changes to every SOP.

Track Compliance

Track employee SOP compliance and training activities using documents and videos. Require successful completion of quizzes to ensure new processes are understood.

Track Paper Copies

Ensure that paper copies are managed properly with Controlled Print.

Complete Metrics and Reporting

Get all the reporting you need with built-in dashboards and reports, and export reports for external reporting requirements. You can also create views and reports across workspaces and export results to Excel for dashboard reports.

Also:

Advanced Policy And Access Management

Manage policies, associated roles, and access controls easily.

Advanced Integration Toolkit

Use Agatha's Rest API to allow applications to upload or export items from Agatha (includes documentation & sample code).

Secure Cloud

Agatha Applications are cloud-based, hosted in Agatha's highly secure, highly reliant, high-performance, compliant, cloud environment.

Three Editions:

Standard, Extended, and Premium

Some features are only available in Extended or Premium editions.

